

Joint Parking Board

Terms of Reference

1. Status

- 1.1 The Joint Parking Board shall provide feedback on the effectiveness of CPE (on and off street) in East Sussex. The Board shall also consider how joint approaches to matters that impact on both on street and off street parking arrangements can improve the overall service. The meetings shall provide an opportunity to share knowledge and start conversations to develop complementary strategies to better support communities and environmental strategies.

2. Membership

- 2.1 The Board will comprise of no more than 6 Members.
- 2.2 No more than two East Sussex County Councillors and one Councillor from each District or Borough.
- 2.3 The County Councils Head of Transport and Operational Services and Team Manager, Parking, shall attend as advisors and to present reports but will have no voting rights.
- 2.4 The Joint Board may be supported and advised by other relevant officers from each Council for the purpose of providing technical advice, but those officers will have no voting rights.
- 2.6 Members shall be entitled to appoint a substitute councillor who may attend any meeting of the Joint Board in place of the appointed councillor.

3. Chair

- 3.1 The chair will be the County Council's Lead Member for Transport and Environment.
- 3.2 In the absence of the Chair, the Board shall appoint a Chair for that meeting from amongst the Members present at the meeting.
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4. Quorum

- 4.1 No business shall be dealt with at the meeting unless at least three Members of the Board are present.
- 4.2 If there is no quorum, the meeting will be adjourned immediately and any remaining business postponed either to a time fixed by the Chair or if no time is fixed, the next meeting of the Committee.

5. Attendance by councillors who are not members of the Board

- 5.1 No councillors shall be permitted to attend Board meetings unless acting as a substitute for a Member of the Board who is unable to attend.

6. Frequency of meetings

- 6.1 Meetings of the Board will be held six monthly, one to be held in the spring one in the autumn

7. Agenda

- 7.1 Prior to the meeting of the Board the Head of Transport and Operational Services will circulate to Members agenda and reports to be presented to the Board.

8. Function

- 8.1 The Joint Parking Board shall provide feedback on the effectiveness of CPE (on and off street) in East Sussex.
- 8.2 The Annual Parking Report will be presented to the Board at its Autumn meeting.
- 8.3 To consider joint and consistent approaches to events, where parking on and off street may be impacted.
- 8.4 To share experience and knowledge and ensure all are aware of current and foreseen issues. The Joint Board may be supported and advised by relevant officers from each Council for the purpose of providing advice.
- 8.5 Each Authority to present any changes being considered that may impact on parking arrangements in their area so that any impact can be taken into account by the other Councils.
- 8.6 To present changes to national legislation, where parking on and off street may be impacted.
- 8.7 Refer matters back to the Cabinets of County Council and District or Borough Council where necessary.
- 8.8 Keep the relevant executives of all Councils informed on relevant matters.
- 8.9 To update on any relevant changes to Local Transport Plans.

9. Delegated powers

- 9.1 The Committee is empowered to deal with any functions detailed above, other than those delegated to officers in accordance with the Officer Scheme of Delegation.